

**State/NCATE Partnership Protocol
for INITIAL/CONTINUING/PROBATION REVIEWS
of Professional Education Units in the State of Indiana**

Team Composition:
Joint

Program Review:
State-Based

Effective:
Jan. 2005 - Dec.2011

Original Partnership Agreement Date: 1988

**I. Standards II. Team III. Preparation IV. On-Site Review
V. After On-Site Review VI. On-Going Responsibilities**

Category	NCATE policy & options	State additions/response
I. Standards		
A. Unit Standards	<p>NCATE unit standards apply to the professional education unit.</p> <p>Specific State criteria, as determined by the State Agency, and institutional criteria as determined by the institution or higher education commission, may also be applied to units and/or programs being reviewed by NCATE and the State.</p>	
B. State Program Standards	<p>NCATE defers to the State's review of the unit's programs if the teacher education program standards or licensing standards and the State's review processes are sufficiently similar to NCATE's, as determined by the State Partnership Board (SPB).</p> <p><u>Program National Recognition</u>: The State may choose to seek authority for State program approval to be accepted as national</p>	<p>A unit may seek a review of program standards by the national associations. Reviews by national associations are to be available in the Exhibit Room.</p> <p>All units will submit programs for review to the IPSB according to the annual program review cycle.</p>

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	<p>recognition of the unit's programs by NCATE's SPAs in the NCATE list of nationally recognized programs. If the State is not authorized to recommend national recognition, the unit may seek national recognition of a program by submitting its program for review through NCATE.</p>	
II. Team		
<p>A. Team Composition: Joint State/NCATE</p>	<p>NCATE and State team members work together, sharing equal roles and responsibilities in all functions of the review.</p> <p>The NCATE team is selected from NCATE's Board of Examiners (BOE). The team includes representatives from organizations of teacher educators, teachers, education specialists and/or policy makers. Non-voting members of the team include the State Consultant (usually the NCATE State Partnership Contact, or his/her designee), and a representative of the state affiliate of NEA and/or AFT. Team assignments are systematically made to ensure that conflicts of interest are avoided.</p>	<p>The State team is selected by the State Agency from State BOE team members. The team includes faculty of higher education, teachers, and other school personnel.</p> <p>The IPSB selects its representatives to the partnership team from the pool of individuals who have been trained for the IPSB/NCATE system.</p> <p>At least one member of the team will be from a unit similar to the one being visited.</p>
<p>B. Training Expectations: Joint</p>	<p>NCATE team members must participate in the NCATE-sponsored BOE training. State team members must be trained by NCATE staff</p>	<p>State members will have participated in a training workshop on the NCATE process (similar to the NCATE BOE training) and the</p>

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	<p>or an NCATE authorized trainee, as outlined in the State rules.</p>	<p>state program review system.</p> <p>Training for State expectations is scheduled for Sunday afternoon of the on-site visit. It will be conducted by Indiana Professional Standards Board staff or a designated representative.</p>
<p>C. Team Size: Joint</p>	<p>For first, continuing, and probation visits, the BOE team will include 3-6 members depending on several factors, including the number of candidates, faculty, and the unit's programs. Additional team members may be added to visit off-campus sites.</p> <p>For focused visits, the team will include 2-3 BOE members.</p>	<p>The State team shall be comprised of three members for first, and continuing visits.</p> <p>For initial/focused accreditation visits, the size of the IPSB team will be two members.</p>
<p>D. Chair Responsibilities: Joint</p>	<p>The NCATE chairperson and the State chairperson serve as co-chairs. They are jointly responsible for planning and conducting the visit.</p> <p>The co-chairs conduct a previsit approximately 60 days before the visit to plan interviews and finalize the logistics for the visit. The State Consultant and State team chair should participate in the previsit.</p>	<p>A state team chair is assigned by staff of the IPSB. This person serves as assistant chair or co-chair for the visit.</p> <p>The chair of the NCATE BOE team must be accepted by the Indiana Professional Standards Board.</p>

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	The co-chairs assign roles and responsibilities to BOE and State team members.	
E. Consultants/Other Participants	NCATE invites the State education agencies to appoint a “State Consultant” to advise the team on State requirements, nomenclature, and special circumstances. The State Consultant’s expenses are covered by the respective agency. The State Consultant facilitates an orientation to the State Partnership at a team meeting prior to the review activities. The consultant is usually the State Partnership Contact, but may be his/her designee, and is a non-voting member of the BOE team. The State Consultant may serve as a voting member of the State team, if so designated by the State. A few states (e.g., SC and FL) may have consultants from two agencies.	A representative for the Indiana Professional Standards Board is appointed as a non-voting member of the IPSB team and is directly involved in all pre-visit and team meetings and the exit conference.
F. NEA/AFT Representatives	<p>NCATE invites the State affiliates of the NEA and AFT to appoint observers for the on-site visit in partnership States. The participants’ respective agencies are responsible for their travel and maintenance expenses.</p> <p>These observers can assist the BOE team with the collection of data, interviews, and the editing</p>	

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	<p>of the team report. However, they should not be assigned a primary writing assignment. Observers are non-voting members of the BOE team.</p>	
G. Decision-making	<p>Decisions are usually made through consensus-driving discussions of whether standards are met. When consensus cannot be reached, a vote may be taken.</p>	<p>IPSB team members vote on unit standards for NCATE and program specific recommendations for the State. The visitation team will operate as a single unit with common votes.</p> <p>Collaboration between the NCATE and State team members is expected.</p> <p>The results of consensus, or voting, if necessary, by members of the State BOE serve as the basis for state program approval decisions.</p>
H. Writing the Report: Joint	<p>The NCATE chair assigns writing responsibilities to each team member. The BOE report includes the BOE team's responses to the 6 unit standards at both the initial teacher preparation and advanced levels as appropriate. If the State or institution has additional requirements, the report should have the BOE team's responses to the State/Institution</p>	<p>The team report is the same as for NCATE.</p> <p>A draft of the BOE report will be given to the Indiana Professional Standards Board representative at the conclusion of the on-site visit.</p> <p>A copy of the final team report will be</p>

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	<p>requirements attached as a Report Addendum. The final report is compiled by the BOE chair.</p> <p>The NCATE and State chairs assign primary and secondary writing responsibilities to both NCATE and State team members.</p> <p>The draft of the BOE report should be completed by the end of the on-site visit.</p> <p>The BOE draft report should be sent to NCATE and the team members for editing, and to the unit for correction of factual errors.</p> <p>The BOE team chair e-mails one copy of the final report to the NCATE office and a copy to each member of the NCATE team within 30 days following the visit.</p>	<p>sent to the Director of Preservice Education at the Indiana Professional Standards Board.</p>
I. Evaluations	<p>Following the on-site visit, the performance of BOE members is evaluated electronically by the unit, the other national and State BOE members, and State consultants who served on the same visiting team. The evaluations are used by NCATE and the State to determine who should continue BOE service and to identify potential team chairs.</p>	<p>The state will receive copies of evaluations of NCATE and state BOE members from NCATE.</p>
J. Expenses		<p>Initial/Continuing: The State covers all</p>

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		<p>actual travel and maintenance expenses for NCATE and state BOE members, except for the state and NEA/AFT representatives who will pay their own travel and maintenance expenses. The state will reimburse the institution at state rate. The institution must submit appropriate reimbursement forms to the state by May 31.</p> <p>The unit covers all meal expenses and travel once the team arrives on-site.</p> <p>Focused: Unit pays all related expenses for revisits. This includes units that have conditions, are on probation or have been denied accreditation. Expenses include mileage, airfare, lodging, all meals, workroom, etc.</p>
III. Preparation		
A. Units' Intent-to-Seek request	For initial accreditation, at least two years before hosting an on-site visit, the unit should indicate its interest in seeking	The Intent to Seek NCATE accreditation form should be copied to the IPSB.

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	<p>accreditation. The request should include the semester and year in which the unit plans to host the on-site review.</p>	
<p>B. NCATE materials</p>	<p>In response to interest request, NCATE provide weblinks to the following materials:</p> <ul style="list-style-type: none"> • Professional Standards for the Accreditation of Schools, Colleges, and Departments of Education; • Handbook for Accreditation Visits; • “Intent to Seek NCATE accreditation” form – TO BE SUBMITTED 2 YEARS BEFORE THE VISIT; • Timeline for semester and year of visit; • List of NCATE partnership States; and • Other accreditation information 	
<p>C. Preconditions</p>	<p>For first visits, the unit responds to the preconditions found on the NCATE website. The preconditions report must be submitted to the NCATE office at least eighteen months prior to the on-site visit.</p> <p>All accredited units <i>must continue to meet the</i> preconditions for continued</p>	<p>The unit submits a copy of NCATE's preconditions materials to the IPSB.</p> <p>A copy of the Preconditions Report is received, reviewed and filed by the IPSB.</p>

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	<p>NCATE accreditation. Annually, NCATE reviews Title II test data and will request additional information from the unit that no longer meets the required State pass rate.</p>	
D. Program Reports	<p>If the Partnership Agreement requires the unit is required to submit program reports, it must submit them by February 1 or September 15, two or three semesters before the continuing visit.</p> <p>For a continuing visit, NCATE requests the unit to verify online their “Status of Program Reviews,” approximately two years before the visit. This information will indicate which program reports to submit.</p> <p>For specific information on the preparation of program reports visit the NCATE website.</p>	<p>The State’s program review is done (either electronically or on paper) according to the state program review cycle and prior to the on-site visit.</p>
E. Institutional Report	<p>The professional education unit is required to write and submit an Institutional Report (IR) that describes the unit’s conceptual framework and evidence that demonstrates that the 6 standards are met. In continuing accreditation visits, the IR also serves as a primary documentation of the unit’s growth and development since the last accreditation visit.</p>	<p>The report must also address IPSB performance standards and continuous assessment.</p> <p>The unit sends two copies of the Institutional Report and one copy of the undergraduate and graduate (if applicable) catalog to</p>

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	<p>The unit sends one copy of the IR and related links to undergraduate and graduate (if applicable) catalogs to each NCATE BOE team member, State consultant, and NEA/AFT observers. Either an electronic copy of the Institutional Report is sent to NCATE, or the unit may send two paper copies.</p>	<p>the IPSB office 60 days prior to the visit. NCATE standards and IPSB content and developmental standards apply.</p>
<p>F. Dates of On-Site Visit</p>	<p>NCATE requests units to submit its preferred visit date to NCATE at least 1 year prior to the on-site visit. Units in Partnership States must have the date approved by the State Agency prior to submitting its request to NCATE.</p> <p>The State Agency must first agree to requests for a delay in the visit, before submitting the delay request to NCATE.</p> <p>Visits are scheduled from Saturday through Wednesday excepting special circumstances.</p>	<p>Specific dates for site visits must be confirmed by the IPSB before submission to NCATE.</p>
<p>F. Previsit</p>	<p>The previsit should be scheduled about 60 days before the on-site visit. See the <i>Handbook for Accreditation Visits</i> for further details.</p> <p>The State Consultant, BOE chair, head of the unit, and NCATE coordinator should be present. If the visit is joint or concurrent, the State</p>	

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	team chair should also participate in the previsit.	
H. 3rd Party Testimony	<p>Six months before the on-site review, the unit must publish a “Call for Comment” inviting 3rd party testimony related to the upcoming NCATE visit to be sent to NCATE.</p> <p>Two to three months before the on-site review, NCATE sends copies of any third-party testimony it received to the unit for comment and to the BOE team chair.</p>	
IV. On-Site Review		
A. Orientation to State Process/ Protocol	If the visit is being conducted jointly or concurrently, the State Consultant (or his/her designee) will facilitate an orientation to the State process and Protocol.	
B. Conducting the On-Site Review	The NCATE template for on-site visits guides the conduct of the visit as outlined in the <i>NCATE Handbook for Accreditation Visits</i> and on the NCATE website.	A jointly developed IPSB/NCATE template will be used to guide the conduct of the visit by the partnership BOE team.
C. Evidence/Exhibit Room	<p>Electronic exhibit rooms are encouraged. Access NCATE’s electronic exhibit room guidelines.</p> <p>Performance-based evidence that demonstrates what candidates know and are able to do must be included in the exhibit room. Units must provide data from:</p> <p>1) assessments at</p>	The Exhibit Room should contain documentation that supports the Institutional Report. Examples of resources for the Exhibit Room can be found in NCATE’s <i>Handbook for Accreditation Visits</i> . The IPSB expects that performance

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	<p>admissions; 2) State licensure tests; 3) internship assessments; and 4) follow-up studies. For other assessment data examples, see “Assessing Education Candidate Performance: A Look at Changing Practices.”</p>	<p>standards and unit assessment systems will be included as a major part of the exhibits.</p> <p>Samples of standards-based Performance Assessment Measures from individual programs should be available to teams in the Exhibit Room. These measures <i>may</i> include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Basic skills testing for academic proficiency • GPA • Faculty recommendations • Clinical/field evaluations • On-demand performance tasks • Portfolios (showing growth throughout program) • Course performance events • Research/concept papers • P-12 professional recommendations • Interviews

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		<ul style="list-style-type: none"> • Videotapes • PRAXIS I & II results • Student teaching performance assessment • Course grades • Microteaching • Journals • Competence examinations • Internship performance
D. BOE Report	<p>The BOE report includes the BOE team’s responses to the 6 unit standards at both the initial teacher preparation and advanced levels as appropriate. If the State/Institution has additional requirements, the report should have the BOE team’s responses to the State requirements attached as a State Addendum. The final report is compiled by the BOE chair.</p> <p>The BOE team chair e-mails one copy of the final BOE Report to the NCATE office and a copy to each member of the NCATE team within 30 days following the visit.</p>	
E. Exit Conference	<p>An exit conference is conducted before the team departs Wednesday. It is conducted by the NCATE team chair, State team chair, and State Consultants. The unit is represented by the unit head and coordinator of the</p>	<p>The Indiana Professional Standards Board representative and State chair will be present at the exit conference.</p>

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	NCATE review; the president and/or provost may also attend.	
V. After the On-Site Review		
A. BOE report sent from NCATE	NCATE mails two copies of the report to the unit and one copy to the appropriate State Agencies.	
B. Rejoinder	The unit submits to NCATE and the State an electronic copy, or five hard copies, of its rejoinder to the BOE report within 30 days after receipt of the BOE Report.	The unit submits an electronic copy of its rejoinder to the Director of Preservice Education at the Indiana Professional Standards Board within 30 days following the unit's receipt of the BOE report.
C. Accreditation & Approval	<p>NCATE's Unit Accreditation Board (UAB) is responsible for determining the accreditation status of professional education units, during meetings twice a year. In most cases, accreditation decisions are rendered at the UAB meeting in the semester that follows the BOE review.</p> <p>NCATE provides written notice of all accreditation decisions to the U.S. Department of Education, the appropriate state licensing or authorizing agency, all institutional accrediting agencies recognized by the U.S. Department of Education and the Council for Higher Education Accreditation,</p>	

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	<p>and the public (via the NCATE website)</p> <p>More information about reporting accreditation decisions may be found in NCATE's Policies on Dissemination of Information. Definitions of NCATE accreditation decisions can also be found on NCATE's website, or in the Handbook for Accreditation Visits.</p>	
D. Final Action Report	<p>Within 30 days after NCATE's Unit Accreditation Board takes action on the accreditation of the unit, NCATE sends the chief executive officer and head of the professional education unit a letter that indicates the official action.</p>	<p>The Indiana Professional Standards Board will act on state accreditation and program approval for all Indiana units after receiving the NCATE Action Report. NCATE action will serve as a recommendation to the IPSB at its next most logical meeting time.</p>
E. Appeal Procedure	<p>Units may appeal any of the following Unit Accreditation Board decisions: Provisional Accreditation, Accreditation with Conditions, Revocation of Accreditation, and Probation. See NCATE's website at for specific policies and procedures related to the appeals process.</p>	
VI. On-Going Responsibilities		
A. Protocol Distribution	<p>NCATE will post the State Partnership Protocol on its</p>	<p>The state will post the Partnership Protocol</p>

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	<p>website; it is also available in hard copy upon request. States will distribute the protocol to all units following the creation/renewal of a Partnership or after either party makes revisions.</p>	<p>on the IPSB website.</p>
<p>B. Accreditation Cycle</p>	<p>Units that receive accreditation for the first time will be scheduled for their next visit five years from the semester in which their visit occurred.</p> <p>Units that receive continuing accreditation will be scheduled for their next visit seven years from the semester in which their visit occurred. The seven-year cycle of visits apply only if the State has agreed to a seven-year cycle.</p> <p>Units may host a probationary or focused visit as a result of conditional, or provisional accreditation; visits will be within 2 years of the UAB's decision.</p>	<p>Units in the State of Indiana will move to a seven-year cycle after the first continuing accreditation review.</p> <hr/> <p>NOTE: The state will participate in probational, conditional, or provisional reviews.</p>
<p>C. Code of Conduct</p>	<p>To assure units and the public that NCATE reviews are impartial and objective, to avoid conflicts of interest, and to promote equity and high ethical standards in the accreditation system, BOE members, board members, program reviewers, and staff shall follow NCATE's Code of Conduct, in the Handbook for Accreditation Visits and on NCATE's website.</p>	

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	Violation of any part of the Code of Conduct could result in the board member's removal from the board.	
D. Annual Reviews		
1. Regional Accreditation	Units must maintain regional accreditation in order to continue its NCATE accreditation.	
2. Change in State Status	<p>The State will provide to NCATE its policy leading to a "Change in State Status."</p> <p>The State will notify NCATE within thirty days of action taken that an NCATE unit has had a Change in State Status.</p> <p>Notification of an NCATE accredited unit's Change in State Status by the State will initiate a review by NCATE's <i>Annual Report and Preconditions Audit Committee</i>.</p> <p>The NCATE president will notify the unit that the State has informed NCATE of a change in their state status and require the unit to submit a special report within 90 days.</p>	
3. Precondition 7	The unit's programs are approved by the appropriate State agency or agencies, and, in States with educator licensing examinations and required pass rates, the unit's summary pass rate meets or exceeds the required State pass rate.	

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4. Annual Report	Submission of the Annual Report is a requirement for all units that are accredited by NCATE or are candidates or pre-candidates for NCATE accreditation. Annual Reports are due October 1 st and should be submitted electronically.	